

**OAKLAND UNIFIED SCHOOL DISTRICT**

Office of the Superintendent of Schools

October 10, 2019

<b>Legislative File</b>	
File ID Number:	19-1785
Introduction Date:	10/10/2019
Enactment Number:	19-1436
Enactment Date:	10/10/19 If
By:	

TO: Board of Education

FROM: Kyla Johnson-Trammell, Superintendent  
Tara Gard, Deputy Chief Talent Officer, Talent Division

SUBJECT: Approval of Creating or Revising Job Descriptions -  
Program Manager, Attendance and Discipline; Program Manager, Innovative Programs;  
Analyst, Strategic Resource Planning Financial Operations; and Executive Leader Transitioning.

**Creations:**

1. Program Manager, Attendance and Discipline;
2. Program Manager, Innovative Programs;
3. Analyst, Strategic Resource Planning Financial Operations; and
4. Executive Leader Transitioning.

**ACTION REQUESTED**

Adoption by the Board of Education of Resolution No. 1920-0137, Creating or Revising Job Descriptions - Program Manager, Attendance and Discipline; Program Manager, Innovative Programs; Analyst, Strategic Resource Planning Financial Operations; and Executive Leader Transitioning.

**DISCUSSION**

The Talent Division recommends approval of these job descriptions as part of its ongoing work to revise and update the job classifications needed to implement the strategic plan, create greater clarity of roles, and have a written job description that reflects the scope and responsibilities for every position in the District.

**Creation:**

Job Description/Position/Title/FTE  
Program Manager, Attendance and Discipline  
(As Assigned) (1.0 FTE)

Salary Schedule/Range

Salary Schedule: A227 14  
Range: \$77,594.70 – 99,031.69  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no fiscal impact as this JD creates a formal job description for existing roles that did not previously have a formal job description.

**Creation:**

Job Description/Position/Title/FTE  
Program Manager, Innovative Programs  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL 16  
Range: \$85,546.15 to 109,189.27  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this position will be created by the elimination of a current vacancy within the department.

**Creation:**

Job Description/Position/Title/FTE  
Analyst, Strategic Resource Planning Financial Operations  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: ADCL 15  
Range: \$81,462.46 - \$103,979.05  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

There is no new budget impact as this position will be created by the elimination of a current vacancy within the department.

**Revision**

Job Description/Position/Title/FTE  
Executive Leader Transitioning  
(As Assigned) (1.0 FTE)

**Salary Schedule/Range**

Salary Schedule: CFCA 28  
Range: \$130,685 – 166,806  
12 months, 261 days, 7.5 hours (FT)

**FISCAL IMPACT**

The shift from a Director of Payroll to an Executive Leader Transitioning will have a net cost increase to the General Fund of \$7,000 in this fiscal year (2019-20). For 2020-21, there will be a net cost increase of \$56,000 to the General Fund. These costs may be offset by possible reorganizations to the Payroll Department and/or other departments. At this time, this position is not anticipated to continue beyond past June 30, 2021.

**RECOMMENDATION**

Adoption by the Board of Education of Resolution No. 1920-0137, Creating or Revising Job Descriptions - Program Manager, Attendance and Discipline; Program Manager, Innovative Programs; Analyst, Strategic Resource Planning Financial Operations; and Executive Leader Transitioning.

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
Resolution No. 1920-0137**

- Creating or Revising Job Descriptions - Program Manager, Attendance and Discipline; Program Manager, Innovative Programs; Analyst, Strategic Resource Planning Financial Operations; and Executive Leader Transitioning -

**WHEREAS**, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

**WHEREAS**, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

**WHEREAS**, the job description aligns with the District's priority of a Full Service Community School District and to enhance service our students, schools and community, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines that the following positions are created or revised as set forth in the attachments and shall be established on the respective salary schedule/range effective 12:01 a.m., October 11, 2019 as follows:

**Creation:**

Job Description/Position/Title/FTE  
Program Manager, Attendance and Discipline  
(As Assigned) (1.0 FTE)

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**BE IT FURTHER RESOLVED**, that the Board authorizes the creation of job descriptions as so stated above.

Passed by the following vote:

PREFERENTIAL AYE: Student Directors Mica smith-Dahl and Denilson Garibo  
PREFERENTIAL NOE: None  
PREFERENTIAL ABSTENTION: None  
PREFERENTIAL RECUSE: None  
AYES: Gary Yee, Roseann Torres, Shanthi Gonzales, James Harris,  
Vice President Jody London and President Aimee Eng  
NOES: None  
ABSTAINED: Noe  
RECUSE: None  
ABSENT: Jumoke Hinton Hodge

### **CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held on October 10, 2019.

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### **OAKLAND UNIFIED SCHOOL DISTRICT**



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Aimee Eng  
President, Board of Education



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Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Program Manager, Attendance &amp; Discipline</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Certificated Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: October 2019</b>	<b>SALARY GRADE:</b>	<b>A227 Range 14</b>

**BASIC FUNCTION:** Under the direction of an assigned supervisor implement all aspects of attendance and discipline process with the overall goal of meeting the targeted District objectives. Comply with and maintain knowledge of District, local, state and federal policies and regulations concerning primary job function (attendance and discipline). Maintain confidentiality of all personnel matters and student discipline matters.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

- Lead professional development for District staff related to attendance and discipline policies and procedures to ensure staff are up to date on current local, state and federal legislation and policy interpretation.
- Represent the District and facilitate expulsion hearings.
- Represent the District and facilitate truancy hearings.
- Facilitate District staff in matters regarding student re-entry from expulsion and student behavior hearings.
- Ensure compliance with legal timelines.
- Promote and organize training related to attendance accounting procedures as needed.
- Promote and support sites /District staff in building Attendance Teams at school sites to curb chronic absenteeism.
- Understand and guide sites to create and implement Attendance Multi-Tiered Systems of Support (MTSS) plans.
- Research and develop strategic programs and procedures for the purpose of improving student attendance.
- Develop and maintain partnerships within the District and with external organizations to support implementation of Full Service Community District Programs and objectives related to discipline and attendance.
- Access and analyze attendance and discipline data to guide site and district decision making.
- Coach and support Attendance & Discipline Office staff in meeting the goals of the unit.
- Respond to all requests from various internal and external sources (i.e., school administrators, parents, outside agencies, central office).
- Present student matters at closed session Board Meetings.

Attend any and all required meetings.

Provide cross-training to department personnel.

Perform other related duties as assigned and required.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Statistical tools and software

Attendance and data applications commonly used in OUSD such as AERIES, OUSD Dataworks

State Education Codes and Board policies regarding attendance and discipline

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Organizational development, communications and change management, specifically:

Building partnerships and collaboration with individuals, departments, agencies, and institutions

Interpersonal skills emphasizing tact, patience, courtesy and respect

Facilitation techniques

Building authentic and trusting relationships

Correct English usage, grammar, spelling, vocabulary and punctuation

Presentation, communication, and public speaking techniques

The Community School philosophy of aligning resources in service of students

**ABILITIES TO:**

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Rapidly assimilate the facts, conditions, and implications of sudden problems and organize an effective administrative response to them

Navigate complex relationships and facilitate conflict resolution

Manage competing priorities and time

Display sensitivity to diverse cultural and ethnic groups.

Successfully interact with principals, teachers, staff parents, students, partner agencies and other community members

Work effectively with families, students, school sites, district staff and community members

Communicate effectively using tact, patience and courtesy

Meet District standards of professional conduct outline in Board policy

Prepare presentations and use expert facilitation skills

Operate personal computer, related software, and other office equipment

Cross-train department personnel



**PREREQUISITES:**

A Bachelor's degree from an accredited college or university

Two years of experience as a site administrator

Experience working in an urban school district environment preferred

Valid California Administrative Credential

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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OAKLAND UNIFIED  
SCHOOL DISTRICT

**Position Description**

<b>TITLE:</b>	<b>Program Manager, Innovative Programs</b>	<b>REPORTS TO:</b>	<b>Deputy Chief, Innovation</b>
<b>DEPARTMENT:</b>	<b>As Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 hours</b>
<b>ISSUED:</b>	<b>Created: October 2019</b>	<b>SALARY GRADE:</b>	<b>ADCL 16</b>

**BASIC FUNCTION:** With minimal supervision, the Program Manager will plan, organize, and execute the implementation phase of the Blueprint for Quality School process. Under the supervision of the Deputy Chief of Innovation, the Program Manager manages and coordinates the implementation phase of the Blueprint for Quality Schools with a select number of school communities. The Program Manager manages the process which includes, but is not limited to: operations, facilities, program, and data analysis support to school sites; family and student support from closing or consolidated sites to ensure alignment to instructional focus and District vision and mission. The Program Manger will report the progress and outcomes to the school community, central office and Board of Education.

**REPRESENTATIVE DUTIES:** Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:**

Lead and implement protocols and processes of the implementation phase for the Blueprint for Quality Schools process.

Support school sites going through planning and implementation phase as it relates to program, operations, facilities, fiscal and data analysis.

Coordinate and support the alignment of the District-adopted instructional focus and quality school standards to support schools sites and maintain alignment through the implementation phase.

Design and develop systems necessary to support the Blueprint for Quality Schools focus on cross departmental needs.

Coordinate the development and use of the Blueprint for Quality Schools descriptive documents for key stakeholders and participants in the Citywide Plan processes.

Support the Coordinator of Innovative Programs through the planning phase and create systems that continue to support sites during implementation phase

Use a system of tools and processes to collect qualitative and quantitative evidence and to measure school progress toward defined quality indicators.

Coordinate with department managers to obtain and process quantitative data retrieved from the student information system, the data portal, Human Resources and other relevant sources for evaluation in the continuous school improvement process.

Attend conferences and workshops, read journals/papers and take courses to remain current concerning trends in assigned areas; apply knowledge of current research and theory to Quality, Accountability and Analytics strategies.

Participate in, and facilitate efforts to communicate with stakeholders around the Blueprint for Quality Schools and Citywide Plan.

Prepare Board agenda items for review by the Deputy Chief.

Prepare and present key goals, programs, plans, and accomplishments to interested bodies.

Focus on customer service and provide results-oriented value to all stakeholder groups.

Attend regular meetings with departments, District administrators and school personnel.

Provide cross-training to other staff within the department.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

District policies, applicable sections of the State Education Code and other laws and regulations related to work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, vocabulary and punctuation

Research and program evaluation techniques

Technical data support services

Collection and organization of information including electronic data

Computer software, hardware, and related technology

Database and statistical software

**ABILITIES TO:**

Interpret, apply and explain rules, regulations, policies and procedures related to work scope

Perform a variety of technical duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools and departments in using a broad range of tools and other applications

Organize, coordinate and prioritize a large volume of activities, programs and services

Analyze situations accurately and adopt effective courses of action

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Set goals, work independently and drive results

Produce high quality work, including strong attention to detail

Manage multiple assignments, priorities, and projects in a demanding environment

Adapt to feedback and focused on continuous improvement

Communicate effectively with other Departments and school sites

Communicate effectively in English orally and in writing

Communicate effectively using tact, patience, and courtesy

Understand and follow oral and written directions

Prepare comprehensive narrative and statistical reports

Meet schedules and timelines

Maintain accurate and confidential records

Work cooperatively

Operate personal computer, related software, and other office equipment

**PREREQUISITES:**

Bachelor's Degree required

Four (4) years of experience in K-12 education required

Strong research background required

School-site leadership/administrative experience preferred

Master's degree preferred

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Analyst, Strategic Resource Planning Financial Operations</b>	<b>REPORTS TO:</b>	<b>Director, Strategic Resource Planning</b>
<b>DEPARTMENT:</b>	<b>Strategic Resource Planning</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 days or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Created: October 2019</b>	<b>SALARY GRADE:</b>	<b>ADCL 15</b>

**BASIC FUNCTION:** Under the direct supervision of the Director of Strategic Resource Planning, the Financial Operations Analyst performs technical accounting and budget work involved with financial record keeping and the maintenance and statistical and analytical records for state, federal, and local programs. Confers with federal, state, county, and district representatives in the compilation and maintenance of financial reports; provides technical assistance to District personnel regarding accounting and budgeting policies, procedures, and requirements; compiles, prepares, and presents periodic financial information. Assist Oakland Unified School Fiscal Services Division with overseeing the administration and implementation of the Strategic Resource Planning budget and actual.

**REPRESENTATIVE DUTIES:** (Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements).

### ESSENTIAL FUNCTIONS:

Analyze, prepare, and post journal entries as well as budget adjustments and transfers.

Reconcile and prepare various state and federal allocation distribution calculations.

Reconcile and prepare regular expenditures and revenue schedules for categorical programs.

Prepare and maintain various financial, narrative, and statistical reports related to the department's operation.

Organize, coordinate, and review assigned accounts payable programs in order to ensure compliance with federal and state laws, regulations, and codes

Process grant award letters and manage process and reporting.

Conduct a Budget-to-Actuals analysis for reports such as LCAP and other categorical programs.

Prepare and submit required local, state and federal fiscal reports.

Complete financial reports for audits and end of the year reporting.

Use computer technology and application software to develop, create, and manipulate databases, spreadsheets, word processing documents, and graphics for reports and presentations.

Keep current on state law affecting financial and reporting activities.

Ensure the propriety and legality of all financial transactions and disbursements.

Conduct regular, internal audits to ensure that expenditures comply with program; identify and resolve discrepancies.

Review revenues and expenditures for all grants and entitlements to ensure reports are prepared in accordance with grantor requirements, including review of budget, contracting terms, grant reporting and closeouts, as well as serving as a district-wide contact point for all federal, state, and local grants.

Provide cross-training to other staff members within the department.

Perform related duties as assigned.

**QUALIFICATIONS:**

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

**KNOWLEDGE OF:**

Principles and practices of budgeting and accounting in California school districts

Principles of office management, systems analysis, and cost accounting

Legal, procedural, and reporting requirements in school district finance

California State Education Codes requiring district accountability

Mandated state and federal laws and regulations pertaining to compliance of state and federal education programs

District education initiatives, programs, and policies

Applicable laws, codes, regulations, policies and procedures

District organization, operations, policies and objectives

Policies, objectives and terminology of assigned programs

Instructional programs at all levels

Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers

Correct English usage, grammar, spelling, vocabulary and punctuation

Efficient use of computer applications, including Microsoft Office Suite, in the financial report of budgetary and accounting transactions

**ABILITIES TO:**

Report out on the fiscal activities of the Local Control Funding Formula and categorical programs

Coordinate work with other districts and/or departments

Prepare, review, and evaluate complex financial data

Provide technical assistance to District personnel regarding accounting and budgeting policies

Participate in formulating and in carrying out policy decisions

Review existing and pending legislation related to procedural guidelines and the District finance programs and recommend origination, modification, or support of legislative measures

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations

Read and interpret technical, legal, and professional literature

Communicate, interact and work effectively and cooperatively with people of diverse ethnic and educational backgrounds and a willingness to contribute to cultural diversity for educational enrichment

Meet all required schedules and timelines

Communicate effectively, orally, and in writing, with administrative, instructional, and operating personnel

Establish and foster effective working relationships with others

Train and build capacity of staff regarding the use of the Accounting System and Excel

Operate personal computer, related software, and other office equipment

Learn and have a positive attitude

**PREREQUISITES**

Bachelor Degree or its equivalency required (2 years of similar and relevant work level experience = 1 year of college) in Business Administration, Management, Finance, Accounting or closely related field is highly desirable. A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement.

Four (4) years of responsible professional accounting experience, preferably with an educational institution and including at least two years in a supervisory or administrative capacity

Knowledge of the legal and program requirements related to services for State and Federal programs

Masters in Business Administration, or Masters of Public Policy, preferred

Supplemental coursework in use of computer-based accounting applications desirable

California school district accounting preferred

Certified Public Accountant preferred

Valid California Driver's License, if applicable

**PRE-EMPLOYMENT PROCESS:**

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**NON-DISCRIMINATION POLICY:**

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**Position Description**

<b>TITLE:</b>	<b>Executive Leader Transitioning</b>	<b>REPORTS TO:</b>	<b>Supervisor as Assigned</b>
<b>DEPARTMENT:</b>	<b>Department as Assigned</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS:</b>	<b>261 days / 7.5 days or duty days and hours as assigned</b>
<b>ISSUED:</b>	<b>Revised June 27, 2007 Revised October 2019</b>	<b>SALARY GRADE:</b>	<b>CFCA 28</b>

**BASIC FUNCTION:** Provide guidance and supervision for organization departments and services that have not gone through the OUSD Redesign process. Oversee design process for departments and service areas that will go through a Redesign.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

**ESSENTIAL FUNCTIONS:** Supervise transitioning department and network managers to ensure that all services are adequately provided and that day-to-day operations are functioning smoothly.

Set and monitor annual target budget levels for the transitioning department and network, ensuring the budget is balanced, and that accounts are net positive at the end of the year.

Set and monitor progress toward department and network objectives.

Lead weekly and one-to-one meetings with transitioning department and network leaders.

Regularly communicate with internal staff of transitioning departments and networks to ensure smooth functioning of district operations.

Participate as a decision-maker to ensure coordination of services and effort across the district as a whole.

Participate as a member of the start-up team collaborating with consultants, partners and internal staff in the planning and design of the new service areas and school networks.

Participate as a member of the OUSD Services Team and play a lead role in addressing issues related to the redesign of service areas and networks.



Understand the District needs and demand for services, i.e. what the right types of offerings should be, and at what quality levels.

Perform related duties as assigned.

**QUALIFICATIONS:** Any combination of education, training and/or experience equivalent to: a Master's degree in business administration or related field and ten years of progressively responsible experience in the management of business operations at the senior level and on a scale equivalent to or greater than the district size and scope. Additional formal training and/or education related to business administration is preferable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance.

**KNOWLEDGE OF:**

Operational needs of schools and school districts

Operational principles of customer service

Departmental transitions and clean sheet redesign

Applicable laws, codes, regulations, policies and procedures

Budget preparation and control

**ABILITIES TO:**

Perform quality checks of transitioning department services

Set targets for transitioning department heads

Coordinate across service areas, both transitioning and redesigned

Build, develop and maintain high quality talent to lead the departmental areas

Analyze situations accurately and adopt an effective course of action

Develop and execute strategic plans for a large multifaceted organization

Collaborate with leadership and consultants

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment; driving vehicle to conduct work, fast-paced work, constant interruptions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and make presentations; seeing to read volumes of printed data; sitting for extended periods of time; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

**NON-DISCRIMINATION POLICY:**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.